

# GOVERNMENT DEGREE COLLEGE, RAYACHOTY,



CIRCULAR

Date: 22-07-2019

Subject: Six-Day Training Program on Comprehensive Financial Management System (CFMS) for Non-Teaching Staff

It is hereby informed that the Internal Quality Assurance Cell (IQAC) of Government Degree College, Rayachoti, is organizing a Six-Day Training Program on the Comprehensive Financial Management System (CFMS) for non-teaching staff. The program is scheduled to be conducted from 01-08-2019 to 07-08-2019.

This training is aimed at enhancing the financial management skills of non-teaching staff, with a special focus on understanding the roles of Maker, Checker, and Approver in CFMS. Participants will receive hands-on training on data entry, verification, approval processes, budget management, and report generation.

The resource person for the training program is Mr. M. Rama Mohan Reddy, Lecturer in Computer Science, who will lead the sessions and guide the participants through practical exercises.

## Program Details:

Program Title: Six-Day Training Program on CFMS for Non-Teaching Staff

Dates: 01-08-2019 TO 07-08-2019

Time: 10:00 AM to 4:00 PM

Venue: Computer Lab, Government Degree College, Rayachoti

Resource Person: Mr. M. Rama Mohan Reddy, Lecturer in Computer Science

Target Audience: Non-teaching staff involved in financial and administrative tasks

All non-teaching staff members are requested to attend the training program and make the most of this opportunity to improve their proficiency in CFMS.

For further information, kindly contact the IQAC Coordinator.

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IQAC Co - Ordinator  
GOVT. DEGREE COLLEGE  
RAYACHOTY - 516269

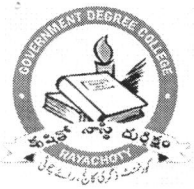
*B. S. Srinivas*  
PRINCIPAL  
Govt. Degree College  
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*C. Venkatesh*  
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*Srinivas*

*A. Srinivas*



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## SIX-DAYS SCHEDULE

### CFMS Training Program for Non-Teaching Staff

**Objective:** To provide comprehensive training on using the CFMS platform, with specific emphasis on the roles of Maker, Checker, and Approver in processing financial transactions.

#### Program Schedule

Day 1: Introduction to CFMS and Role Identification

#### Topics:

Overview of the CFMS System

Importance and components of CFMS in government financial management

Workflow of financial transactions (from entry to approval)

Role Definitions in CFMS: Maker, Checker, Approver

Maker: Entering data, preparing bills, and submitting for approval

Checker: Verifying accuracy of data entered by the Maker

Approver: Final approval of bills and financial transactions

Introduction to the CFMS User Interface

Login procedures

Dashboard overview and navigation

#### Practical:

Creating user profiles and logging into the CFMS system

#### Outcome:

Participants will understand their respective roles (Maker, Checker, Approver) and be familiarized with the CFMS interface.

Day 2: Data Entry and Financial Transactions (Maker's Role)

#### Topics:

Maker's Responsibilities in CFMS

Entering financial data and preparing salary bills

Inputting contingent expenses, advances, and vendor payments

Generating Salary Bills

Salary structure and allowances

Submitting data for salary processing

Bill preparation for contingent expenses (T.A., D.A., office expenses)

Submitting bills to the Checker

#### Practical:

Hands-on practice on entering data as a Maker and preparing salary and contingent bills.

#### Outcome:

Participants will be able to perform the duties of a Maker, entering data and preparing bills for approval.



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## Day 3: Data Verification and Checks (Checker's Role)

### Topics:

Checker's Responsibilities in CFMS

Verifying the correctness and completeness of data entered by the Maker

Reviewing salary bills, contingent bills, and advances

Identifying and correcting errors in submitted bills

Checking for compliance with government financial guidelines

Forwarding corrected bills to the Approver

### Practical:

Performing the role of Checker by verifying sample data submitted by a Maker, correcting errors, and resubmitting for approval.

### Outcome:

Participants will learn the Checker's role, ensuring data accuracy before forwarding to the Approver.

## Day 4: Approval and Finalization (Approver's Role)

### Topics:

Approver's Responsibilities in CFMS

Reviewing and approving financial transactions verified by the Checker

Ensuring compliance with financial policies before final approval

Approving salary bills, advances, and contingent expenses

Generating payment orders

### Practical:

Approving sample bills and generating payment orders.

### Outcome:

Participants will be proficient in the Approver's role, ensuring final approval of financial transactions.

## Day 5: Budget Allocation, Vendor Payments, and Receipts Management

### Topics:

Managing Budget Allocations and Fund Releases

Viewing and tracking budget releases through CFMS

Entering and managing expenditures within allocated budgets

Processing Vendor Payments

Submitting vendor bills for services rendered

Payment approval process for vendors

Managing Receipts

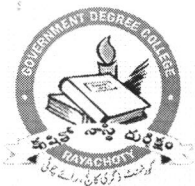
Generating and tracking receipts for payments made

### Practical:

Handling a sample budget allocation, processing vendor payments, and generating receipts.

### Outcome:

Participants will be able to manage budgets, vendor payments, and receipts effectively within the CFMS system.



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Day 6: Report Generation, Auditing, and Troubleshooting

Topics:

Generating Financial Reports in CFMS

Creating reports for salary, budget usage, and payment status

Financial statements and reconciliation reports

Audit Preparation

Preparing for internal and external audits using CFMS reports

Ensuring compliance with financial policies

Troubleshooting Common Issues in CFMS

Handling errors and system issues

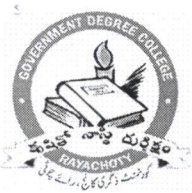
CFMS Helpdesk and support

Practical:

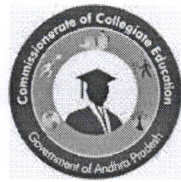
Generating financial reports and preparing for audits.

Outcome:

Participants will be equipped to generate necessary financial reports, ensure audit readiness, and troubleshoot common CFMS issues.



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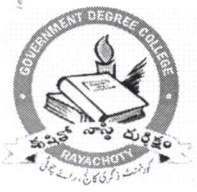


## PARTICIPANTS AND ATTENDANCE SHEET

GOVERNMENT DEGREE COLLEGE, RAYACHOTY							
ADMINISTRATIVE TRAINING PROGRAM							
ACADEMIC YEAR 2019-2020							
PROGRAMME NAME : Six-Day Training Program on Comprehensive Financial Management System (CFMS) from 01-08-2019 to 07-08-2019		DAY 1 01-08- 2019	DAY 2 02-08- 2019	DAY 3 03-08- 2019	DAY 4 05-08- 2019	DAY 5 06-08- 2019	DAY 6 07-08- 2019
SNO	PARTICIPANTS	DAILY ATTENDANCE					
1	M HUMAYUN BAIG	P	A	P	P	P	P
2	S JAKEER HUSSAIN	P	P	P	P	P	P
3	K SUBBA REDDY	P	P	P	P	P	P
4	D MOGILESWARA REDDY	A	P	P	P	P	P
5	N BASI REDDY	P	P	P	P	P	A
6	G VENKATA RAMANA	P	P	P	P	P	P
7	K SUBBARAYUDU	P	P	P	P	P	P
8	B SUBBALAKSHUMMA	P	P	P	P	P	P
9	B N GANGOJAMMA	P	P	P	P	P	P

*Manu*  
IOAC Co - Ordinator  
GOVT. DEGREE COLLEGE  
RAYACHOTY - 516269

*M. Sreenivas*  
LECTURER  
DEPT. Of Computer  
Science /Application  
Govt .Degree College  
Rayachoty




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## BRIEF REPORT

### Report on CFMS Training Program for Non-Teaching Staff

A training program on Comprehensive Financial Management System (CFMS) was conducted for non-teaching staff, with 9 participants in attendance. The objective of the program was to equip staff with the knowledge and skills to efficiently manage financial transactions and records using CFMS. Key areas covered included budget management, bill preparation, online payments, and financial reporting. The training provided hands-on sessions, allowing participants to practice real-time financial tasks within the CFMS platform. By the end of the program, participants demonstrated improved confidence in handling financial workflows digitally, ensuring greater transparency and accuracy in financial processes. Feedback from participants indicated that the training was valuable in enhancing their day-to-day financial operations.

  
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Govt. Degree College  
Rayachoty.



# GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University, Kadapa

## CERTIFICATE OF PARTICIPATION

THIS CERTIFIES THAT

# M. HUMAYUN BAIG

has successfully completed **Six-Days Training Program on Comprehensive Financial Management System (CFMS)** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-08-2019 to 07-08-2019**.

Department of Computer Science / Applications,  
Government Degree College, Rayachoty

Principal,  
Government Degree College, Rayachoty





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# S. JAKEER HUSSAIN

has successfully completed **Six-Days Training Program on Comprehensive Financial Management System (CFMS)** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-08-2019 to 07-08-2019**.

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Government Degree College, Rayachoty

Principal,  
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# K. SUBBA REDDY

has successfully completed **Six-Days Training Program on Comprehensive Financial Management System (CFMS)** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-08-2019 to 07-08-2019**.

Department of Computer Science / Applications,  
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Government Degree College, Rayachoty



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# D. MOGILESWARA REDDY

has successfully completed **Six-Days Training Program on Comprehensive Financial Management System (CFMS)** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-08-2019 to 07-08-2019**.

Department of Computer Science / Applications,  
Government Degree College, Rayachoty

Principal,  
Government Degree College, Rayachoty





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THIS CERTIFIES THAT

# N. BASI REDDY

has successfully completed **Six-Days Training Program on Comprehensive Financial Management System (CFMS)** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-08-2019 to 07-08-2019**.

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Government Degree College, Rayachoty

Principal,  
Government Degree College, Rayachoty





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# K. SUBBARAYUDU

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Department of Computer Science / Applications,  
Government Degree College, Rayachoty

Principal,  
Government Degree College, Rayachoty





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## CERTIFICATE OF PARTICIPATION

THIS CERTIFIES THAT

# B. SUBBALAKSHUMMA

has successfully completed **Six-Days Training Program on Comprehensive Financial Management System (CFMS)** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-08-2019 to 07-08-2019**.

Department of Computer Science / Applications,  
Government Degree College, Rayachoty

Principal,  
Government Degree College, Rayachoty



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THIS CERTIFIES THAT

# B.N. GANGOJAMMA

has successfully completed **Six-Days Training Program on Comprehensive Financial Management System (CFMS)** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-08-2019 to 07-08-2019**.

Department of Computer Science / Applications,  
Government Degree College, Rayachoty

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